



## Shorelines Management Permit Application and Instructions

### **PROCEDURE FOR FILING AN APPLICATION FOR A SHORELINES MANAGEMENT PERMIT**

Within the Auburn City Limits, a Shorelines Management Substantial Development Permit is required for any substantial development that is proposed within 200 feet of the Green River, White-Stuck River or their associated shorelands.

**1. WHO MAY FILE:** An application for a Shorelines Management Substantial Development Permit may be applied for by the property owner and/or representative. The owner in all cases must sign the application. All applicants must designate a contact person for the application. The City requires the name, address and telephone number for that contact person. The applicant is responsible for notifying the City if the contact person or entity's address or phone number changes.

**2. APPLICATION:** The application forms may be obtained from the Auburn Planning Department. When you have completed the application please return it to the Planning Department.

Be sure to complete the application in its entirety, an incomplete application may cause a delay in scheduling a hearing.

**3. CONSOLIDATED REVIEW:** If the applicant has other permits that he/she would like to be processed concurrently with the Shorelines Management Substantial Development Permit, the applicant may request, and the City will conduct, an integrated and consolidated permit review process. The optional consolidated review provides an opportunity for all permit applications related to a project to be reviewed at the same time.

**4. STAFF REVIEW:** The application will be reviewed by all affected City Departments. A staff report will be prepared by the Planning Department and will be presented to the City's Hearing Examiner. The staff report will analyze the proposed permit and recommendations will be made.

**5. HEARING EXAMINER HEARING:** The City's Hearing Examiner will conduct a public hearing. The public hearing is an "open record" public hearing. This means that the record is open to receive information, testimony, exhibits, evidence, etc. to be used by the Examiner to make a decision on the permit. This hearing is the only time to present any information, testimony, exhibits, evidence, etc. that will be used by the City to make a decision on your permit.

The owner and/or his representative must be at the Hearing Examiner public hearing. It is a City policy to table the application if the owner or a representative is not in attendance.

Subsequent to the conclusion of the hearing, the Hearing Examiner will issue a written decision on the permit. The decision of the Examiner is final, subject to appeal to the City Council.

**6. FEES:** Fees for a Shorelines Management Permit are \$1,038.00, plus \$727.00 for the Environmental Checklist.

## SHORELINE MANAGEMENT SUBSTANTIAL DEVELOPMENT PERMIT APPLICATION

APPLICATION NO. _____ Date Received: _____ Fee: \$1,038.00 plus \$727.00 for SEPA Checklist TR#: _____ Staff Project Coordinator: _____	<b>Administering Agency:</b>  <b>CITY OF AUBURN</b> Department of Planning & Community Development 25 West Main Street Auburn, WA 98001-4998 (253) 931-3090
---	--

This application and seven (7) copies shall be submitted to the Director of the Department of Planning and Community Development.

1. NAME OF APPLICANT: \_\_\_\_\_

2. MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

Indicate Method for Future Notifications

Fax \_\_\_\_\_ Mail \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

3. RELATION OF APPLICANT TO PROPERTY:

A. Owner: \_\_\_\_\_

B. Purchaser: \_\_\_\_\_

C. Lessee: \_\_\_\_\_

D. Other: \_\_\_\_\_

4. NAME AND ADDRESS OF OWNER (if other than applicant):

\_\_\_\_\_  
\_\_\_\_\_

5. GENERAL LOCATION OF THE PROPOSED PROJECT:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(1/4 Section)      (Section)      (Township)      (Range)      East, W.M.

6. LEGAL DESCRIPTION OF PROJECT SITE:

---

---

---

---

7. ME OF WATER AREA AND/OR SHORELANDS WITHIN WHICH DEVELOPMENT IS PROPOSED:

---

8. CURRENT USE OF THE PROPERTY WITH EXISTING IMPROVEMENTS:

---

---

---

9. PROPOSED USE OF THE PROPERTY (Be Specific):

---

---

---

---

---

---

---

---

---

---

10. NATURE OF THE EXISTING SHORELINE. (Describe type of shoreline, such as marine, stream, lake, lagoon, marsh, bog, swamp, flood plain, floodway, delta; type of beach, such as accretion, erosion, high bank, low bank, or dike; material such as sand, gravel, mud, clay, rock, rip rap; and extent and type of bulkheading, if any): (This to be completed by City of Auburn.)

---

---

11. In the event that any of the proposed buildings or structures will exceed a height of thirty-five (35) feet above the average grade level, indicate the approximate location of and number of residential units, existing and potential, that will have an obstructed view. (To be completed by the City of Auburn.)

---

---

---

---

12. If the application involves a Conditional Use or Variance, set forth in full that portion of the Master Program which provides that the proposed use may be a conditional use; or, in the case of a variance, from which the variance is being sought. (To be completed by the City of Auburn.)

---

---

---

13. **PROJECT DIAGRAMS:** Draw all site plans and maps to scale, clearly indicating scale on lower right-hand corner and attach them to the application.

**A. SITE PLAN:** Include on the plan:

1. Site boundary.
2. Property dimensions in vicinity of project.
3. Ordinary high-water mark.
4. Typical cross section or sections showing:
  - a. Existing ground elevations.
  - b. Proposed ground elevation.
  - c. Height of existing structures.
  - d. Height of proposed structures.
5. Where appropriate, proposed land contours using five-foot intervals in water area and ten-foot intervals on areas landward of ordinary high-water mark, if development involves grading, cutting, filling, or other alteration of land contours.
6. Show dimensions and locations of existing structures which will be maintained.
7. Show dimensions and locations of proposed structures.
8. Identify source, composition, and volume of fill material.
9. Identify composition and volume of any extracted materials, and identify proposed disposal area.
10. Location of proposed utilities, such as sewer, septic tanks and drainfields, water, gas, electricity.
11. If the development proposes septic tanks, does proposed development comply with local health and state regulations?
12. Shoreline designation according to Master Program.
13. Show which areas are shorelines and which are shorelines of state-wide significance.

**B. VICINITY MAP:**

1. Indicate site location using natural points of references (roads, state highways, prominent landmarks, etc.)
2. If the development involves the removal of any soils by dredging or otherwise, please identify the proposed disposal site on the map. If the disposal site is beyond the confines of the vicinity map, provide another vicinity map showing the precise location of the site and its distance to the nearest city or town.

3. Give a brief narrative description of the general nature of the improvements and land use within one thousand (1,000) feet in all directions from development site (i.e., residential to the north, commercial to the south, etc.).

---

---

---

I, \_\_\_\_\_, am the above-named applicant for a permit to construct a Substantial Development pursuant to the Shoreline Management Act of 1971, and hereby state that the foregoing statements, answers, and information are, in all respects, true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

.....

**NOTE TO THE APPLICANT:**

The above is an application for a Substantial Development Permit and is authorized by the Shoreline Management Act of 1971. A permit under the Shorelines Management Act will not excuse the applicant from compliance with any other City of Auburn, State or Federal ordinances, regulations or statutes applicable to the project. It is suggested that you check with appropriate local, state, or federal officials to determine whether your project falls within any other permit systems.

**PLEASE NOTE:**

The application will not be placed on the Hearing Examiner's Agenda until the Planning Director has found the application to be completed in its entirety and the environmental review has been completed.

**DATES FOR HEARING EXAMINER PUBLIC HEARINGS**

January 19, 2005\*  
February 23, 2005\*  
March 22, 2005  
April 19, 2005  
May 17, 2005  
June 21, 2005  
July 19, 2005  
August 16, 2005  
September 20, 2005  
October 18, 2005  
November 22, 2005  
December 20, 2005

The Hearing Examiner public hearing begins at 7:00 p.m. in the City Council Chambers on the first floor of Auburn City Hall.

*\*date changed due to holiday*